

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
246-11      **Effective Date:**  
11/11/2016

**Subject:**  
Incident Command System

**Approved by:**

A handwritten signature in blue ink that reads "ST. D. Hebbe".

**Steven D. Hebbe, Chief of Police**



### **PURPOSE:**

To establish responsibilities and guidelines to the department's responses to a critical incident and initiation of the Incident Command System (ICS).

### **POLICY:**

It is the policy of the Farmington Police Department to establish and define roles and responsibilities when responding to incidents, whether planned or unplanned that may require the implementation of the Incident Command System. The majority of incidents are handled using available resources but when the size, scope and seriousness of an incident requires resources and management beyond what is readily available the Incident Command System may be initiated to help organize and facilitate the management of an incident.

Therefore it shall be the policy of the Farmington Police Department to provide a structure and coordination to the management of critical incidents or large scale operations by utilizing the Incident Command System.

### **PROCEDURE:**

#### **Objectives:**

The following guidelines and definitions are established to provide police personnel with a structure outlining the Incident Command System including roles, responsibilities and authorization for activation.

#### **System Activation - Authorization:**

The Chief of Police, Deputy Chief, Captain, or Lieutenant in charge has the authority to initiate the ICS when it has been determined that an event, whether planned or unplanned, is of a size, scope or seriousness to require its implementation. The decision to implement the ICS can be made during a Critical Incident or during the planning phase of a pre-planned event and may include but not be limited to:

1. SWAT Situations;
2. Fire Scenes;

3. Civil Disturbances;
4. Natural Disasters;
5. Search and Rescue;
6. Transportation Accidents;
7. Other Unusual Occurrences.

### **Command Protocol - Structure and Roles:**

In order to allow for deployment of resources without overextending span of control, compromising safety, or creating confusion, the following assignments may be utilized in the ICS:

#### **Incident Commander**

The Incident Commander is responsible for the planning, exercising, execution and facilitation of the emergency management plan and is in overall command of the designated incident. The Incident Commander or his/her designee will have available, for utilization, any written activation plans or procedures which may apply to either a pre-planned or unplanned critical incident. During the activation of the Incident Command System (ICS) the Incident Commander may also serve as a liaison to other governmental organizations or agencies.

The following positions answer directly to the Incident Commander if assigned:

1. **Safety Officer**- The Safety Officer should be responsible for monitoring and assessing safety hazards or unsafe situations, developing measures to ensure personnel safety, and keeping the Incident Commander informed of present or potential hazards. The Safety Officer has the authority to make decisions or stop action without following a chain of command and reports directly to the Incident Commander;
2. **Recorder**- the Recorder documents, in writing, events as they are dictated. This documentation will include dates and times that decisions are made, who made decisions or recommendations, and who was present during the decision making process. The Recorder will also document briefings and incoming intelligence including, but not limited to, dispatch updates, political inquiries and commands, and reports from ICS positions;
3. **Public Information Officer (PIO)** - The Public Information Officer is responsible for communicating information and updates to media sources under the direction and approval of the Incident Commander. The PIO should be the central point of contact for the media and is responsible for setting up a press area away from the Command Post and other safety sensitive areas, arranging for discretionary photo opportunities, and coordinating the release of victim or suspect names, injuries or cause of incident with the approval of the Incident Commander;
4. **Legal Advisor**- the Legal Advisor can be one or several people called upon to provide the Incident Commander a legal opinion during the course of an incident. A representative from the District Attorney's Office, City of Farmington, or State Attorney General's Office may be requested to respond and provide legal direction, support decisions or avenues pursued in bringing a safe resolution to an incident. Whomever the Incident Commander assigns as the Legal Advisor answers directly to the Incident Commander;

5. **Liaison** - The Liaison may be assigned to coordinate efforts and communication between multiple governmental and civic organizations. This could include other Law Enforcement Agencies, Political groups or organizations, Medical Treatment Facilities, and all other entities as assigned. The Liaison communicates directly with the Incident Commander unless directed otherwise.

### **Operations Commander**

The Operations Commander is in command of the following areas and reports directly to the Incident Commander:

1. **Perimeter**- Police personnel or those assigned by police shall be utilized to coordinate all the inner and outer perimeter posts in support of the incident;
2. **Traffic**- Police personnel or those assigned by police shall coordinate all traffic control and route planning in support of the incident;
3. **Staging areas**-The staging area shall receive orders from the Operations Commander or designee for assignment of personnel to specific tasks. The person assigned to the staging area will be responsible for checking in, organizing, and control of resources directed to the staging area. The person assigned to the staging area will also keep a list of available officers and resources for Operations Commander;
4. **Investigations/ Intel**- The Detective Division will investigate crimes committed during a critical incident and provide the Operations Commander with INTEL and investigative leads during the course of the incident.

### **Special Operations Commander**

The Special Operations Lieutenant or his designee shall have the responsibility for coordinating any and all call outs of SWAT, Bomb Squad, or K-9 (when attached to a SWAT). The Incident Commander or a field supervisor assigned to an incident shall contact the Special Operations Lieutenant or his designee to request a response and activate SWAT.

The Special Operations Lieutenant is in command of the following and reports directly to the Incident Commander:

1. SWAT Team;
2. Bomb Squad;
3. K-9 Unit as an attachment to the SWAT Team;
4. Farmington Fire Department Tactical Medics as attached to the SWAT Team.

## **Planning Commander**

The Planning Commander is in command of the following areas and reports directly to the Incident Commander:

1. **Resources**- This component is responsible for establishing check-in procedures at specified locations for personnel, vehicles, and equipment. This will also include maintaining a current list of available resources and tracking the status of resources for relief, replenishment or replacement;
2. **Situational Status**- This component compiles, maintains, and provides situational status information in the Command Post. It communicates between organizational components, as well as media outlets, and obtains sound recording, photos, and video as appropriate. The situation component provides resource and situation status information in response to specific requests.
3. **Demobilization**- This component is responsible for maintaining accurate records of the incident and developing and distributing a demobilization plan. This component also identifies surplus resources, estimated release times, and develops a check-out function for each component.
4. **Documentation**- This component creates and maintains a master command post log from all incident Command System sections. The Planning Commander shall, within 30 days of the incident, write an after action report for any incidences in which the ICS was initiated. A copy of the report will be forwarded to the Incident Commander. The documentation component will provide copies of documentation as needed and will maintain, retain, and store after action reports and refer all newsworthy information to the Public Information Officer.

## **Logistics Support**

The duties of the Logistic Support Staff are to provide logistical support to field units. This may include advance planning for the accumulation of equipment and supplies to facilitate an immediate response to an incident. The Logistic Support Staff will maintain a list of private vendors and government agencies that can provide logistical support as needed.

The Logistical Support Staff will report directly to the Planning Commander and will also coordinate the following:

1. **Communication**- The Communication component is responsible for developing plans for the effective use of incident communications such as available frequencies, distribution of communication equipment, establishing telephone communication, and maintenance and repair of communication equipment. The commander of this component should maintain a close liaison with the Director of the San Juan County Communication Authority to address or anticipate future needs;
2. **Supplies**- This component is responsible for ordering equipment, supplies, food, water, and sanitary facilities to operational locations. This component will also be responsible for receiving, storing and maintaining an inventory of non-expendable supplies and equipment;

3. **Fleet**- This component will be responsible for maintaining, repairing and towing of fleet vehicles and provides vehicles necessary to support the emergency operation. On site repair and fuel posts may be required at the location of the incident and will be coordinated by this component.

### **Finance Support**

The Finance component is responsible for any emergency expenditure, procedures, cost recovery, payroll, and the compilation of all information and finances incurred as a result of the incident.

The Finance Support component will answer to the Planning Commander and will also be charged with the following responsibilities:

1. **Time/Payroll**- This component is responsible for maintaining documentation of hours worked for those involved on a critical incident and providing that information to the Planning Commander so that an ongoing record of expenses may be kept.
2. **Compensation/Claims**- This component is responsible for processing all forms required in the event of injury or death of any member during the incident. This component will also gather evidence and assist in preparing claims documentation in regards to damaged public or private property which could result in a claim against the agency;
3. **Cost Recovery**- This component is responsible for the collection and maintenance of all records necessary for the proper reimbursement of expenditures resulting from a critical incident. This is accomplished by maintaining records on all emergency or critical incident expenditures, establishing equipment time recording functions, and maintaining a log of all charges incurred. This component will also distribute lists of lost or damaged equipment to proper individuals regarding damage claims and prepare reports and reimbursement forms for the proper agencies such as The State of New Mexico and FEMA.

### **After Action Reports:**

After action reports shall be reviewed by the Incident Commander upon completion and a copy of the report will be forwarded to the Chief of Police and Patrol Services Captain who will approve and disseminate the information to all affected divisions.

### **Training:**

Officers of the Farmington Police Department will receive training in Incident Command and Critical Incident Management as part of the State of New Mexico Training Academy. Additional training in Incident Command and Critical Incident Management will be provided as needed for officers to remain proficient and address any changes or needs which have been identified from past incidents or training.

The Farmington Police Department shall conduct or participate in annual training which may consist of field exercises or table top exercises in the use of Incident Command during a critical incident. Whenever possible, training shall involve multi-agency responders and response plans.